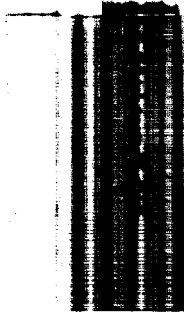


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OTR

OFFICE OF TRAINING REGULATION NO. 43-1

25 October 1954

SUBJECT: OTR MASTER FILE INDEX

1. GENERAL

The OTR Filing Manual establishes a filing system designed to provide a subject and project file that will encompass all the functions performed in the Office of Training. This system has been designated the Master File Index (MFI).

2. RESPONSIBILITIES

a. All Division, Staff, and Branch Chiefs will be responsible for maintaining current files in accordance with the MFI. Each Chief will designate an individual responsible for the records system within his component and will be responsible for maintaining only those portions of the MFI pertinent to his own functions.

b. It will be the responsibility of the Area Records Officer to offer all possible assistance in the establishment of the system. He will accomplish this by:

(1) Making himself available for consultation with Division, Staff, and Branch Chiefs, and/or their designees, on matters pertaining to the filing system.


(2) Conducting briefing sessions in the principles of the system during the period of its initial establishment.

3. PROCEDURES

a. All material subsequent to this date will be filed according to the MFI System.

b. All existing files will be reviewed, and material dated 1954 will be filed according to the system.

c. All remaining material will be disposed of in accordance with schedules established in conjunction with the Area Records Officer.


MATTHEW BAIRD
Director of Training

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Distribution: All OTR Personnel

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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